

# Warren County Board of Supervisors

## RESOLUTION NO. 267 OF 2015

**Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson**

### **APPROVING THE WARREN COUNTY PAYROLL RULES POLICY**

RESOLVED, that the Warren County Board of Supervisors hereby approves the Payroll Rules Policy as attached hereto as Schedule "A".

**SCHEDULE "A"**

**PAYROLL RULES POLICY**

**PURPOSE:**

The purpose of the Payroll Rules Policy is to provide clarification and standardization of rules that are not stipulated by union contracts or County policies. This Policy will identify payroll issues and create uniform written policies that will provide consistency and guidance to Warren County Departments.

**POLICY RULES:**

- 1) Sick leave will be earned and posted on the last Friday of the month.
- 2) Civil Service no longer will request a 426 form for an employee removed from the payroll for one day or less per pay period. Instead of the 426, the department head or designee must report any reduction in normal hours by email to the Payroll Supervisor and Payroll Technician in the Treasurer's Office, and Human Resources Executive Assistant before submission of payroll hours.
- 3) A lunch period will be paid after an employee completes at least a half day of work with the exception of half day vacation. For instance, if an employee normally works eight (8) hours, the employee must work four (4) hours in order to receive a paid lunch period. The hours worked during the day do not have to be consecutive. In the instance of half day vacation day, there will be no paid lunch hour since half is worked and half is vacation. (i.e. an eight (8) hour employee will work four (4) hours and take four (4) hours vacation.
- 4) Westmount Health Facility will continue to pay holiday plus time and one half to per diem employees who work the holiday. All other County departments will pay straight time for all per diem employees who work on holidays. Temporary and seasonal employees receive holiday pay provided that the holiday falls on their regularly scheduled workday.
- 5) An employee must hold a position as of January 1<sup>st</sup> of any given year in order to receive applicable annual accruals.

**EFFECTIVE DATE:**

This policy includes all employees, union and non-bargaining, excluding PBA members, and will be effective beginning May 18, 2015.